

## Getting Ready for Tax Season How to Review/Update Your Address W-2 and 1095-C Electronic Consent



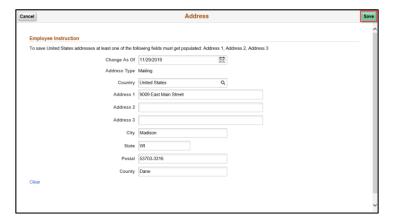
All employees should review their mailing address on file prior to the creation of annual tax forms. W-2 and 1095-C tax forms are available online through Employee Self-Service in January but if an employee only wants to receive the forms electronically (not receive a paper copy), the employee must consent to receive the forms electronically only.

### **VERIFY/UPDATE YOUR ADDRESS**

- Log into ess.wi.gov using your IAM username and password
- 2. Click on **My Information** in the Employee Self Service Homepage
- 3. Review your Home and Mailing address for accuracy
- **4.** If you need to make any updates, click anywhere on the address row to be updated



5. Enter the updated address and Click Save



**6.** A message will appear indicating that your change was successful

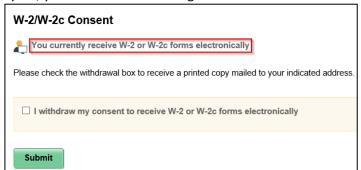


**7.** Repeat these steps if you need to update another address

#### W-2/W-2C ELECTRONIC ONLY CONSENT

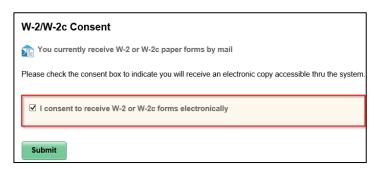
- Log into ess.wi.gov using your IAM username and password
- Click on My Payroll in the Employee Self Service Homepage
- 3. Click on W-2/W-2c Consent from the menu on the left-hand side of the page

If you consented to receive your W-2 electronically last year, you will see the following:



No action is needed. You will receive your W-2 electronically. If your current status is not "Consent received," go to Step 4.

4. Check the checkbox to indicate you consent to receive an electronic W-2/W-2c accessible through STAR PeopleSoft





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- 5. Click Submit
- **6.** Verify your identity by entering your **Password** and clicking **Continue**



A message will appear indicating that your submission was successful



**8.** You will receive an email notification that the submission was successful

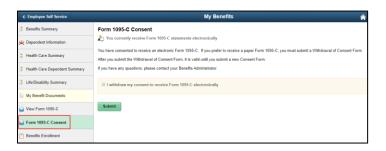
#### 1095-C ELECTRONIC ONLY CONSENT



What is a 1095-C form? This form provides you information about employer-sponsored health insurance available to you.

- Log into ess.wi.gov using your IAM username and password
- 2. Go to the **My Benefits Tile** on the Employee Self Service Homepage
- **3.** Click on **Form 1095-C Consent** from the menu on the left-hand side of the page

If you already consented to receive your 1095-C electronically, you will see the following:

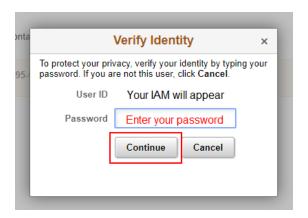


No action is needed. You will receive your 1095-C electronically. If you currently receive 1095-C paper statements by mail, go to Step 4.

4. Check the checkbox to indicate you consent to receive an electronic 1095-C accessible through STAR PeopleSoft.



- 5. Click Submit
- **6.** Verify your identity by entering your **Password** and clicking **Continue**



**7.** The following message will then appear on the page.



You will receive an email notification that the submission was successful.



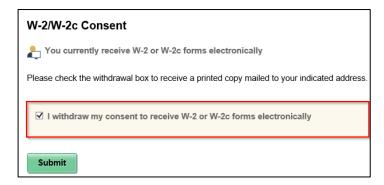
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### WITHDRAWING ELECTRONIC ONLY W2 CONSENT

Employees may withdraw consent to receive only an electronic W-2/W-2c after electing to receive the form electronically.

- Log into ess.wi.gov using your IAM username and password
- 2. Click on **My Payroll** in the Employee Self Service Homepage
- **3.** Click on **W-2/W-2c Consent** from the menu on the left-hand side of the page
- **4. Check the checkbox** to indicate you are withdrawing consent to receive an electronic W-2/W-2c and want to receive a printed W-2/W-2c



- 5. Click Submit
- **6.** Verify your identity by entering your **Password** and clicking **Continue**



**7.** A message will appear indicating that your submission was successful



**8.** You will receive an email notification that the submission was successful

### WITHDRAWING ELECTRONIC ONLY 1095-C CONSENT

Employees may withdraw consent to receive only an electronic 1095-C after electing to receive the form electronically.

- Log into ess.wi.gov using your IAM username and password
- 2. Go to the My Benefits Tile on the Employee Self Service Landing Page
- **3.** Click on **Form 1095-C Consent** from the menu on the left-hand side of the page
- **4. Check the checkbox** to indicate you withdraw your consent to receive an electronic 1095-C and want to receive a printed 1095-C.



- 5. Click Submit
- **6.** Verify your identity by entering your **Password** and clicking **Continue**



7. The following message will then appear on the page.



**8.** You will receive an email notification that the submission was successful.